



Windham Community Center - Full Scope Project Description

The Windham Middle School is an 86,104 sf two-story building constructed in 1977. It will be acquired by the Town of Windham from RSU 14 at the end of Q2 2027. At that time, work will begin on the conversion of the building into a Community Center including Parks & Recreation, General Assistance, Town Hall, and Library. The new facility is slated to be open in Q1 2029. The work will include substantial site improvements to circulation and parking, stormwater systems, and outdoor recreational opportunities. Work to improve the durability and performance of the building exterior will include roof, siding, door and storefront replacements as well as added insulation at roof and wall areas. The interior will see work ranging from light refresh through full renovation. In particular, life safety and comfort will be greatly improved with the addition of a fire sprinkler sytem, electrical systems upgrades, and ventilation & air conditioning throughout. A 3,000 sf two-story addition to the building is proposed to accommodate the Library. Multiple entry canopies are also proposed to improve safety and protect entrances from the weather. A detailed description of the items of work is outlined below.

Project Area	Item		Detail		Summary
1 Site					
	1.01	Improved Traffic Circulation and Increased Parking Capacity	A	South (Front) Parking Area: Reconfigured to accommodate pickle ball courts and includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping. Existing lighting augmented with additional fixtures. Accessible spaces (6) located between the Main and Library entrances.	207 parking spaces provided, 145 required and 125 existing. 18 accessible spaces distributed to serve 5 building entrances.
			B	East Parking Area: New driveway and parking area that connects the Front Parking Area around to the Rear Parking Area. Includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping and lighting. A retaining wall is provided at the Fidium property. This parking area will be level with the first floor of the building to provide accessible access to the building at the Library and Town Hall entrances and the book drop box.	Free-flowing, two-way access fully around the building for visitors and emergency services.
			C	North (Rear) Parking Area: Existing parking area removed and regraded. New parking area with two parallel drive aisles and a new two-way driveway connection to Educational Way. The driveway connection behind Field Allen is retained. Includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping and lighting. This parking area will be level with the second floor of the building to provide accessible access to rear Parks entrance, General Assistance entrance and delivery. Includes a consolidated location for garbage and recycle collection. A seperate, two-lane drive-thru for GA is provided.	Direct connection to Educational Way alleviates the current problematic vehicular patterns at the north end of Field Allen where the existing drive merges with Educational Way.
	1.02	Enhanced Sidewalk Access	A	Asphalt sidewalks are extended and added to connect around the building and to the Expedition Drive and Educational Way.	Direct and safe access to all building entry points from parking areas, Educational Way, and Expedition Drive.
			B	Concrete sidewalks are used within the North Parking Area and to connect to entrances.	Long term durability and accessibility.
	1.03	Outside Pickleball Courts		Four pickleball courts are added on the south end of the gymnasium. They are lit and surrounded by a 10' chain-link fence. They have an activity appropriate built-up pavement section.	Provides a popular sporting activity venue for the community.
	1.04	Secure Activity Courtyards	A	Inclusive Playground: The courtyard between the Gym and the Central Core will have a rubber play surface surrounded by a concrete walk and landscaping areas. A multi-activity apparatus and a swing set are included. A playground fence separates the playground from the front walkway.	Provides a inclusive playground space accessible to all.
			B	Library Courtyard: The courtyard between the Library and the Central Core will have a concrete patio and landscaping areas with space for tables and benches. A playground fence separates the courtyard from the front walkway.	Provides a quiet, relaxing venue for reading and conversation.
	1.05	Enhanced Entrances	A	Library Entrance: A semicircular concrete plaza with a landscaped perimeter in front of the library. The building entrance will have a large canopy over this space to provide shelter from the weather and shade from the sun.	Provides an accessible and welcoming community venue for gathering, waiting, etc.
			B	Town Hall Entrance: A modest concrete entrance links the four accessible parking spaces to the entrance. The entrance will be covered by a canopy.	Provides an accessible and welcoming entrance to the Town Hall.
			C	General Assistance Delivery: A canopy is provided at the exterior delivery entrance to General Assistance	Provides shelter at the door.
			D	Council Chambers: A canopy is provided at the exterior entrance to the council chambers.	Provides shelter at the door.
			E	Rear Parks Entrance: A sinuous concrete and landscaped plaza at the rear entrance to Parks.	Provides an accessible and welcoming entrance to the Community Center.
			F	Front Parks Entrance: The front ramped asphalt walk will not be altered. However, a pedestrian light is added and the wall art will be repaired. A canopy will be extended from the building to cover the entrance.	Provides shelter at the door.
	1.06	Two-Lane Drive-thru and Delivery Canopy for General Assistance		Canopy extended from the rear of the building to provide shelter for six cars awaiting pick-up service from General Assistance. It will also be used for deliveries to the food pantry.	Pick-up and delivery schedules do not overlap so dual use of drive-thru/canopy is OK. Queueing space will likely be along the north driveway.
	1.07	Town Hall Staff Patio		Concrete patio outside the north end of the Town Hall space with a short retaining wall.	Outside break space for staff.
	1.08	Defined Facility for Solid Waste & Recycle		Screened and gated area located at the northwest corner of new parking area.	Consolidates trash pick-up away from entrances and pedestrian paths.
	1.09	Structured Stormwater Systems	A	South Parking Area: Retains existing stormwater system.	
			B	North and East Parking Areas, Library Courtyard, Library Entrance, Rear Parks Entrance: Stormwater directed to a 9,645 sf subsurface sandfilter chamber system provided under the east parking area. Collected by catch basins and conveyed via drain pipes.	

			C	Pickleball Courts: Stormwater directed to a 1,350 sf underdrained soil filter.	
			D	Playground: Stormwater directed to a sub-surface, chambered treatment system.	
	1.10.	Primary Electric Service		The primary electric service from Gray Road is relocated to accommodate the East Driveway.	Two new poles set and primary feeds to the Community Center and High School are extended.
	1.11	Replace 500kVa Transformer		The existing transformer is at the end of life and is inadequate for the increased electrical loads of the building. A 750kVa transformer will be placed on a new 9'x9' concrete pad.	
	1.12	Extend Fire Service to Boiler Room		Connect to the existing 6" capped fire service line outside of Field Allen and run to the Boiler Room.	Provides fire service to building to supply new NFPA 13 Fire Suppression System
2 Gymnasium Wing					
	2.01	Main Gym Renovations	A	Bleachers refurbished and relocated to east wall of Gym.	Allows use of gym for two parallel smaller basketball courts or pickleball use.
<u>Parks & Rec</u> 45,347 sf proposed (inclusive of all circulation & utility spaces) 2,488 sf existing			B	HVAC: Modular HVAC unit and Energy Recovery Ventilator (ERV). Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser. CO2 sensor to modulate ventilation rate.	Heating, Ventilation and AC provided.
	2.02	Locker Area Renovations	A	Bathrooms: Locker rooms consolidated around existing men's and women's toileting areas. Excess space freed up for other uses.	Results in men's and women's gang bathrooms better aligned with modern use. Keeps recently remodeled bathroom areas.
			B	Parks Fitness and Program Rooms: The existing Men's Locker and Shower areas reconfigured as a 770sf Fitness Room and 526sf Program Room for Rec	Dedicated Rec Fitness and Program rooms with direct access to the Gym.
			C	Parks Gym Storage Rooms: The existing Gym Offices reconfigured as 187sf and 243sf Storage Rooms	Dedicated Rec Storage rooms with direct access to the gym.
			D	Code & Planning Storage Room: The existing Women's Locker and Shower areas reconfigured as 978sf secure storage	Secure and climate controlled storage area with both interior and exterior access. Existing elevator connects up to second floor.
			E	Single-Occupant Restroom: A portion of the existing Women's Locker Room reconfigured as a dedicated single occupant restroom.	Provides a single-user, gender neutral restroom to suit modern requirements.
			F	Custodial Space: The existing Women's Storage room reconfigured as a custodial space with service sink.	Provides a dedicated custodial space to service the first floor of the gym.
			G	Town Clerk Storage Room: The existing Facility Storage Room reconfigured as 642sf secure storage for the Town Clerk	Secure and climate controlled storage area with interior access. Existing elevator connects up to second floor.
			H	HVAC: ERV ventilation and hydronic unit heaters provided. Ductless split heat pump for heating and cooling provided in the Fitness and Program rooms.	Heating, Ventilation and AC provided. Consider permanent or portable dehumidification in Town storage areas.
	2.03	Gym Mezzanine Renovations	A	Mezzanine Parks Storage Room: Subdivide a separate ±600sf Storage Room for Rec use from the west side of the gym mezzanine	Provides a Rec Storage Room for general use.
			B	Mezzanine Restroom Repair: Existing second floor Men's and Women's Restrooms repaired and restored with new fixtures.	Provides restored, functional gang restrooms to serve the Gym Mezzanine and the rear Rec Entry Lobby.
			C	Mezzanine Floor Replacement: Existing parquet floor removed and replaced with rubber athletic flooring.	New floor suitable for fitness and pickleball uses.
			D	Separation of Mezzanine from Gym: Steel frame extended from floor to ceiling with inset storefront system to 8' and framed wall above.	Wall system will separate the mezzanine from the gym below while maintaining a visual connection.
			E	HVAC: Modular HVAC unit and Energy Recovery Ventilator. Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser. CO2 sensor to modulate ventilation rate.	Heating, Ventilation and AC provided.
	2.04	Exterior Improvements		Exterior Door Replacement: Replace rusted steel doors and frames	Improved function and energy performance.
	2.05	General Interior Improvements	A	Interior Door & Hardware Refurbishment or Replacement	Improved function and appearance.
			B	Painted GWB, Doors & Hardware, ACT & LVT in reconfigured spaces	
			C	Paint refresh of existing spaces. Ceiling and floor replacement in some rooms.	
	2.05	Exhaust Ventilation		Exhaust Ventilation: Rooftop exhaust fan added to exhaust Bathrooms and adjacent Custodial room	Ensures that odors and deleterious gases are exhausted from the building. Code required.
3 Central Core and Connectors					
	3.01	Council Chambers/Program Suite	A	Council Chambers/Program Room: Renovation of the 1,691sf Music Room. New flooring, ACT ceiling, and paint. Council Desk Dais. Audio-visual system infrastructure.	Formal meeting space appropriate for council, board and committee meetings as well as Parks programming. Access will be from the main corridor or directly from the exterior for after hours operation.
			B	Community TV Studio: Renovation of the adjacent 209sf Storage room into a Community TV Room. Finish and Technology upgrades.	AV & IT center for WCCG TV-7 with direct visual access to the Council Chambers.
			C	Meeting/Program Room: New 440sf room. Finish and Technology upgrades.	Flexible conference room used for council executive session and other Parks programing.
			D	2-Single Use, ADA Restrooms: Two ±100sf restrooms with toilet and sink.	Accessible restrooms available for Council Chambers/Program Room use after hours when the remainder of the facility is closed.
			E	Storage: 155sf room.	Storage for Council Chambers/Program Room.
			F	HVAC: Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room for local thermostat control.	Heating, cooling, and ventilation provided with individual space control.
			G	Exhaust Ventilation: Rooftop exhaust fan added to exhaust Restrooms	Ensures that odors and deleterious gases are exhausted from the building. Code required.
	3.02	Program Rooms	A	Remove office partitioning to create 3 Programming Spaces of 1,221sf, 1,177sf, and 792sf. New flooring, ACT ceiling, and paint. Kitchen cabinetry and appliances to remain in central space. Door access added to courtyard from center space and north space.	3 flexible program rooms for Parks use with direct access to the playground courtyard. Center space retains existing kitchen. Existing toilet room and storage room to remain.
			B	HVAC: Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room.	Heating, cooling, and ventilation provided with individual space control.

	3.03	Multi-Purpose Room	A	Repair walls and paint. 4,687sf.	Retains floor and ceiling finishes as well as electrical and lighting systems.
			B	Storage Expansion: New 429sf at the south end of Multi-Purpose Room.	Additional storage for Parks use for Multi-Purpose furnishings and equipment.
			C	Lounge: Mezzanine above Storage Expansion.	Area overlooking the Multi-Purpose Room for oratory, DJ, lounge, etc. use.
			D	HVAC: Existing split system and ERV retained. However, the redundant exhaust fan system located above the corridor is removed.	Heating, cooling, and ventilation provided.
	3.04	Parks Front Entrance and Administrative Suite	A	Lobby & Storefront: Storefront Replaced. Install Walk-off Mat.	Improved function and energy performance.
			B	Administrative Suite: Vault removed and window added to create an office. One restroom removed to become storage room. Two smaller storage rooms combined into one.	Retains IT and security systems. Retains floor and ceiling finishes as well as electrical and lighting systems.
			C	HVAC: Existing package rooftop unit remains as configured.	
	3.05	Commercial Kitchen, Electrical Room	A	Make-up Air added to Kitchen: Exterior wall-mounted, gas fired unit ducted to hoods. Existing Hoods to remain.	Alleviates building envelope risks from excessive negative pressures in kitchen. Current code requirement.
			B	Enlarged Main Electric Room: Combine existing electric room with adjacent men's bathroom.	Accommodates upgraded electric service and switchboard. Meets current code clearance and space requirements.
			C	Bathroom Remodel: The existing women's restroom is gutted and rebuilt for single use.	Provides a single-user, non-gender restroom for use by Kitchen and GA staff.
	3.06	General Assistance	A	Offices & Waiting Area: Subdivide existing Wood Shop area. Remove Sawdust Exhaust System. New VCT flooring, ACT ceiling, and paint. Technology upgrades. Abatement and removal of asbestos containing flooring mastic.	Provides office, meeting and waiting areas.
<i>General Assistance</i> 6,392 sf proposed 1,471 sf existing			B	Client Service Spaces: Added doors to interconnect Dry Food Storage, Food Pantry and Clothes/Medical Loan Closet areas. New VCT flooring and paint. Add partitioning and doors to secure GA areas from Community Center. Remove shop room fixtures and equipment. Abatement and removal of asbestos containing flooring mastic.	Allows operation to be separate and secure from the other functions of the community center. Creates a "grocery store" experience for GA clientele.
			C	Walk-in Refrigeration: Reach-in glass doors and racking added to existing cooler/freezer. Refrigeration units replaced.	Allows for self-service access of refrigerator and freezer goods by GA clients. Existing man-door access remains for GA staff and kitchen use.
			D	Odiferous Goods Room: A separate ventilated room provided to hold odiferous goods (detergents, dog food, etc.).	Keeps strong smells from contaminating food goods.
			E	Pick-up Event Accommodation: Staging area provided for food pick-up events (Thanksgiving, etc.).	Improves efficiency of food pick-up events. Covered car access via the 6-car canopy, see Item 1.06.
			F	HVAC for Offices: ERV ventilation and ductless split heat pump for heating and cooling.	Heating, cooling, and ventilation provided with individual space control.
			G	HVAC for Service Spaces: Existing ERVs with hydronic reheat will remain. Ductless split heat pump for heating and cooling.	Heating, cooling, and ventilation provided with individual space control.
	3.07	Gym Connector Stair Safety Upgrades	A	Contrasting nosing added to the stairs	Improved safety on stairs.
			B	Extension added on top of the existing railing for guard height, detail to be determined.	Meet current code required height of 42" to improve safety.
	3.08	Exterior Improvements	A	Insulation and Reroof of flat roof areas: Add R-30 insulation and new EPDM roof at flat roof areas. Replace aluminum fascia at reroofed areas.	Roof life and energy efficiency.
			B	Front Artwork: Repair and paint.	Ensures longevity of artwork.
			C	Storefront Replacement: Replace rusted steel storefront and failing wood window system in Gym Connector and East Wing Connector. Abatement and removal of asbestos in glazing caulk at wood window system.	Improved function and energy performance. Interior aluminum vestibule enclosure in Gym Connector will remain.
			D	Exterior Door Replacement: Replace rusted steel doors and frames.	Improved function and energy performance.
	3.09	General Interior Improvements	A	Interior Door & Hardware Refurbishment or Replacement	Improved function and appearance.
			B	Painted GWB, Doors & Hardware, ACT & LVT in reconfigured spaces	
			C	Paint refresh of existing spaces. Ceiling and floor replacement evaluated room by room.	
	3.10.	Exhaust Ventilation		Rooftop exhaust fan added to exhaust Bathrooms, Custodial, and Odiferous Goods Room	Ensures that odors and deleterious gases are exhausted from the building. Code Required.
4 East (Classroom) Wing					
	4.01	Core Areas	A	New Elevator: 2-Stop, 3,500# Hydraulic Elevator to serve Town Hall and Library.	Accessible connection between the two floors of the Library and Town Hall
			B	Public Restrooms: Renovate existing restrooms to provide accessibility and repaired finishes.	Men's and Women's accessible restroom provided on each floor
			C	Public Lounge: Open lounge area on the second floor.	Community space for informal gatherings with Town Hall, Library and Courtyard access.
			D	Clerk Office Security: Lockable shutter to secure Clerk counter from the Town Hall Lobby.	Required records security.
			E	Exhaust Ventilation: Rooftop exhaust fan added to exhaust Bathrooms and Custodial spaces.	Ensures that odors and deleterious gases are exhausted from the building. Code required.
	4.02	Town Hall	A	General: Interior and exterior abatement and demolition leaving structure frame, floors and roof structure. Repartitioning of spaces to meet program requirements. New finishes and systems throughout.	Fully functioning, comfortable and enjoyable Town Hall to accommodate the needs of the community into the future.
<i>Town Hall</i> 19,144 sf proposed 10,739 sf existing			B	Clerk, Tax and Executive Management: Suite of spaces on the first floor with exterior access via the Town Hall Entrance to the new east parking area. Elevator access to the second floor and the Community Center.	(11) private offices; (6) clerk/tax customer service positions; back open office area with teaming/work areas; (3) conference rooms; dedicated department storage areas. (2) staff bathrooms, kitchenette and break area.
			C	Code, Planning & Appraiser: Suite of spaces on the second floor with direct access to the Commuinity Center and to the Town Hall entrance via an elevator.	(13) private offices; (3) position customer service counter; back open office area with teaming/work areas and open file storage; (3) conference rooms; dedicated department storage areas. (2) staff bathrooms, kitchenette and break area. Server Room. Private Consultation Counter.

			D	HVAC: ERV at each floor for required ventilation. Multi-split VRF heat pumps with individual control in each office or functional space.	Heating, cooling, and ventilation provided with individual space control.
	4.03	Library	A	General: Interior and exterior abatement and demolition leaving structure frame, floors and roof structure. Repartitioning of spaces to meet program requirements. New finishes and systems throughout.	Fully functioning, comfortable and enjoyable Public Library to accommodate the needs of the community into the future.
			B	Two- Story Addition of 3,000sf: A 20' glassy, extension at the south end of the building including a canopied fully accessible entrance.	Accommodates the Library program needs and creates a light ,welcoming interior.
<u>Library</u> 18,251 sf proposed 10,652 sf existing			C	First Floor: The south end includes a 5,079sf Main Stack/Reading Area served by the Circulation and Reference Desks and is connected via an partially open stair to the second floor. Spaces to the rear include Administrative Offices, Study Rooms and a 689sf Program Room. Rear access to public restrooms and elevator.	Main Stack/Reading Room; Circulation Desk and work area; (3) Administrative Offices, Break Room, Storage and Staff Restroom; Reference Desk and Office; Book Drop-off Closet; (2) Private Study Rooms; (1) Group Study Room; Program and Special Collections Rooms; Library of Things.
			D	Second Floor: Includes three primary uses. A 3,679sf Children's Reading Area sits at the south end and uses curved book shelving to create a variety of reading and play areas. It has direct access to the Library Courtyard (1.04/B). An enclosed, sound isolated 1,334sf Teen Reading Room sits on the east side and provides a variety of reading and study spaces including a computer area. A 669sf Program Room sits on the west side and has direct access to the Library Courtyard (1.04/B) and the Public Lounge (4.01/C). Rear access to public restrooms, elevator, and the rest of the Community Center.	Children's Reading Room and Librarian Office; Private Study/Visitation Room; Family Bathroom; Teen Reading Room and Librarian Office; Teen Study Room; Program Room; (3) Storage Rooms.
			E	HVAC: Modular HVAC unit and ERV. Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser.	Heating, cooling, and ventilation provided with zoned control.
	4.04	Exterior Improvements	A	Mansard Removal: Remove mansard framing and construct new eave detail. Repair substrate and weatherbarrier as required. Side areas with wood composite lap siding and trim.	Aesthetic upgrade to highlight the new uses of the building. Improved exterior building envelope on the second story.
			B	Brick Removal: All brick veneer is removed.	Allows for window and door relocation and the upgrade of the exterior wall systems.
			C	Exterior Wall Reconstruction: Exterior walls reconfigured to accommodate relocated existing windows. New exterior wall insulation to meet or exceed current code (R13+R7.5ci minimum), air/weather barrier and composite lap siding over furring. New exterior doors and entry systems.	Durability, interior comfort, energy efficiency.
			D	Insulation and Reroof Pitched Roof: Add R-30 insulation at underside of roof deck and new composition roof. Add aluminum fascia and soffit. Remove insulation at second floor ceiling. Spray foam seal attic peimeter.	Roof life and energy efficiency.
5 General Facility Systems					
See above for systems in specific areas	5.01	Extend NFPA 13 Fire Protection System throughout building		Install Fire service entrance in the Boiler Room, distribution and alarm systems according to NFPA, local and fire department requirements.	Fully functioning fire suppression and alarm system throughout facility.
	5.02	Divide the building into two Fire Areas.		Add a 2-hr Fire Wall separation between the East Wing and the Central Core creating fire areas compliant with the NFPA & IBC for the proposed uses.	The East Wing will be considered a separate building from a fire safety perspective.
	5.03	Retain Natural Gas Fired Boilers		Boilers are functioning as designed, have sufficient capacity to meet projected loads, and have no maintenance issues.	Installed in 2003, these boilers have a published service life of 30-35 years.
	5.04	Replace DHW Heating System		Replace original indirect water heater with 119gal natural gas, condensing storage water heater	Replaces the original DHW heater which is well beyond its end of life.
	5.05	Add DHW Recirculation System		Add recirculation loop to all fixture groups.	As required by IECC 2021. Significantly, reduces wait times for hot water. Water and energy waste are minimized.
	5.06	Replace Main Electric Switchboard		Within enlarged Main Electrical Room (3.05/B)	Modern switchboard meets current codes and improves safety, functionality and accommodates additional loads.
	5.07	Portable Generator Accomodation		Exterior inlet box hook-up and manual transfer switch with cam-lock connections for supporting a portable generator connection (ESL Storm Switch or equivalent). Provides an alternate power source to a dedicated power panel for serving required loads for long term power outages.	Allows the use of a portable generator to power selected loads. In particular, we recommend powering the walk-in cooler/freezer but can add other critical items.
	5.08	Replace, Repair or Add Electric Panels		Evaluate panel capacity and condition. Some panels have been recently replaced. In some cases it may be adequate to replace breakers or the bus bars.	Provides required capacity and alleviates safety issues with old panels (overheating, etc.)
	5.09	LED Lighting		Replace or relamp existing light fixtures with LED	Improved fixture longevity, energy efficiency
	5.10.	Building Automation System		All new HVAC systems integrated with existing BAS	
	5.11	Install IT Wiring Infrastructure		Wiring installed to accommodate Town directed IT locations and requirements.	Wiring infrastructure only. Town forces to terminate lines and install equipment.
	5.12	Repair/Repoint Brick		Gymnasium, Central Core and Connectors: Evaluate condition of brick veneer and repair as necessary	Prolong life of brick veneer and substrate.